



Course Information Catalog

Massage Therapy & Personal Fitness Training

CALIFORNIA HEALING ARTS COLLEGE

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Use above address for all correspondence with CHAC

This catalog is valid from 1/1/2012 through 12/31/2012



CHAC is Accredited by the Accrediting Commission
of Career Schools and Colleges (ACCSC)

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FINANCIAL AID

Financial Aid Eligibility

To be eligible for federal financial aid, a student must:

- Be a U.S. citizen, or a permanent resident and have a valid Social Security card.
- Be officially accepted for admission at the California Healing Arts College.
- Be enrolled in good standing with at least half-time status.
- Maintain satisfactory progress (attendance and academic).
- Not be in default on any Title IV loan or owe a repayment on any Title IV grant.
- Be registered with Selective Services. Males who are the age of 26 and older are exempt.

How to Apply for Financial Aid

1. Complete the Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA. The FAFSA may also be completed online at www.fafsa.ed.gov. Be sure to enter:

California Healing Arts College – Federal School Code 036813.

2. Complete and submit a copy of CHAC's Institutional Financial Aid Application.
3. Submit a copy of the previous year's federal income tax returns (1040, 1040A or 1040EZ); copy of drivers license and social security card and if applicable for non-citizen status, both sides of form I-151 or I-551 Alien Registration card (green card). If further documentation is required to complete the financial aid application process, the Office of Financial Aid will guide students through the completion of this process and can be contacted at (310)826-7622 or at financialaid@chac.edu.

The following financial aid programs are available at California Healing Arts College:

Federal Pell Grant – This is a Federal grant that need not be repaid. Pell Grant awards recently ranged from \$555 to \$5,550 per year.

Federal Supplemental Educational Opportunity Grant (FSEOG) – This is a Federal grant that need not be repaid. SEOG Grant awards recently ranged from \$100 to \$400 per year.

Federal Work-Study Program (FWS) – The Federal Work Study Program provides jobs for students with financial need, allowing them to earn money to help pay for education expenses. The total Federal Work Study award depends on when a student applies to the program, the level of need, and the funding level of CHAC. The amount that a federal work study student earns cannot exceed the total Federal Work Study award. The federal work study student's supervisor or the financial aid administrator will consider class schedules and individual academic progress when assigning work hours. This program also encourages students to participate in community service activities.

Federal Direct Subsidized Stafford Loan – This loan is for students who demonstrate financial need. The federal government pays the interest on subsidized loans while you are in school and during the first six months after you graduate.

Federal Direct Unsubsidized Stafford Loan – This Federal loan is for all eligible students, regardless of income or assets. You are responsible for paying all of the interest that accrues, but you can allow the interest to accumulate while you're in school and during the repayment grace period. If you do, the interest will be added to the amount you borrowed when repayment begins and future interest is based on the higher loan amount. It is to your advantage to pay the interest while you're in school.

Federal Direct PLUS Loan for Parents

Federal PLUS loans help parents and stepparents pay for their child's college costs. Interest starts to accrue immediately, with repayment beginning within 60 days after the last disbursement. The interest rate is fixed at 7.9 percent until the loan is repaid. To apply, your parents must complete a PLUS loan application and pass a credit check.

Private Loans

Private loans can help you pay for college if you've exhausted all of your resources, federal direct loan options, and other college financial aid options. Private loans fill an important need in the financial aid package. Private loans usually carry higher interest rates and fees than federal loans and typically are based upon creditworthiness.

Veterans Administration Educational Benefits

California Healing Arts College is approved for Veteran Administration benefits. Veteran's benefits were designed to assist veterans and their dependents in reaching their educational goals. These benefits will be considered as a resource in calculating your eligibility for financial aid.

U.S. Department of Veterans' Affairs Toll-Free Telephone Number: 1-800-827-1000.

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MISSION STATEMENT

TO PROVIDE YOU, OUR STUDENTS, WITH THE BEST POSSIBLE TRAINING IN YOUR PROGRAM OF CHOICE, COMBINED WITH THE PRACTICAL BUSINESS SKILLS YOU WILL NEED TO BUILD A SUCCESSFUL CAREER.

OUR GOALS

- 1. TO PROVIDE YOU WITH THE BEST POSSIBLE EDUCATION**
- 2. TO INSTILL PROFESSIONALISM IN YOU AS YOU BEGIN YOUR NEW CAREER**
- 3. TO HELP YOU BECOME SUCCESSFULLY EMPLOYED AFTER YOU GRADUATE**

Begin your new career.

Think about it...

Then DO it!

Every great journey begins with a first step...

CALENDAR 2012 - 2013

PERSONAL FITNESS TRAINER CN840 - (48 week – 41 credit hour program)

* Title IV Eligible – Federal Financial Aid is Available to Students who Qualify *

Start - End Dates 2012 – 2013 Jan 16 – Jan 15 Mar 12 – Mar 11 May 14 – May 13 Jul 9 – Jul 8 Sep 10 – Sep 9 Nov 5 – Nov 4	Sec A – Day <i>Mon + Wed</i> 8am – 1pm Lab 2pm – 4:30pm	Sec B – Day <i>Tue + Thu</i> 8am – 1pm Lab 2pm – 4:30pm	Sec C – Eve <i>Mon + Wed</i> 5:30 - 10:30pm <i>and</i> <i>Tue + Thu</i> Lab 8pm - 10:30pm	Sec D – Eve <i>Tue + Thu</i> 5:30 - 10:30pm <i>and</i> Mon + Wed Lab 8pm – 10:30pm
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MESSAGE THERAPIST – MASTER CN650 - (48 week – 38 credit hour program)

* Title IV Eligible – Federal Financial Aid is Available to Students who Qualify *

Start - End Dates 2012 – 2013 Jan 11 – Jan 10 Feb 8 – Feb 7 Mar 7 – Mar 6 Apr 4 – Apr 3 May 2 – May 1 Jun 4 – Jun 3	Start - End Dates 2012 – 2013 Jul 2 – Jul 1 Aug 6 – Aug 5 Sep 5 – Sep 4 Oct 3 – Oct 2 Nov 5 – Nov 4 Dec 3 – Dec 2	<i>Schedule to right applies to last 36 weeks of this program – first 12 weeks meets Mon + Wed + Sat at same times.</i>	Sec A – Day <i>Tue + Thu</i> 9am - 2pm <i>Fri - (2.5 hrs)</i> <i>Sun 9am – 6pm</i>	Sec B – Eve <i>Tue + Thu</i> 5:30 - 10:30pm <i>Fri - (2.5 hrs)</i> <i>Sun 9am – 6pm</i>
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MESSAGE THERAPIST – ADVANCED MASTER CN1000 - (72 week – 57 credit hours)

* Title IV Eligible – Federal Financial Aid is Available to Students who Qualify *

Start - End Dates 2012 – 2013 Mar 12 – Sep 16 Jun 4 – Dec 16 Sep 12 – Mar 17 ²⁰¹⁴	*Please Note* The CN1000 externship takes place during the final eight weeks of the program and averages fifteen hours per week.	<i>Schedule to right applies to <u>third</u> semester of CN1000: see CN650 schedule above for first and second semesters of CN1000.</i>	Sec A – Day <i>Mon + Wed + Fri</i> 9am - 2pm <i>Thu - (2.5 hrs)</i>	Sec B – Eve <i>Mon + Wed + Fri</i> 5:30 - 10:30pm <i>Thu - (2.5 hrs)</i>
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HOLIDAYS - (no classes)
 New Year's Day
 Memorial Day
 Easter
 Independence Day
 Labor Day
 Thanksgiving
 Christmas

Please Note:
 Schedule of classes may vary, and CHAC may in its sole discretion, make changes to the class schedule, or sequence of courses, or course content in order to update the program or accommodate unforeseen or unique circumstances. In such event, CHAC will notify students prior to the beginning of any classes affected by the change in schedule or content.

PHILOSOPHY

Our philosophy at CHAC is that learning is an enjoyable and mentally stimulating process where students and teachers work closely together and benefit alike. Our purpose is to promote Massage Therapy and Personal Fitness Training as non-invasive forms of healing to complement traditional medicine and alternative healing arts. Our focus, therefore, is both scientific and intuitive, with emphasis upon the practical consideration of gaining employment after graduation.

The California Healing Arts College is dedicated to graduating highly qualified Massage Therapists and Personal Fitness Trainers, able to:

- Administer the chosen profession with confidence and quality
- Understand the boundaries inherent in practicing the chosen profession
- Show respect and care for clients
- Demonstrate professionalism to the general public
- Communicate effectively with other health care professionals
- Educate others about the healing benefits of Massage Therapy and Personal Fitness Training

HISTORY

The California Healing Arts College (CHAC) obtained its approval from the Bureau for Private Postsecondary Education (BPPE) in 1988, and was established then as an institution able to grant certification in massage therapy. CHAC incorporated as a Limited Liability Company in March 1998, with Dr. Paul Schwinghamer as the school President and Director. CHAC achieved a milestone in February 2002, by gaining membership with the Accrediting Commission of Career Schools and Colleges (ACCSC), and again in December 2002, by becoming eligible to participate in Title IV Federal Financial Aid Programs for qualified students (e.g. Pell Grants and Federal Stafford Loans). CHAC is also approved through SEVIS to issue I-20 forms for qualified International Students.

CHAC today is mentioned as one of the top ten schools for studying massage therapy in the United States, in the popular text “Massage for Dummies” (1999, p.309). In 1990, CHAC became the first school in Los Angeles to offer a practical Clinical Studies Program to prepare students for work in the real world of spas, chiropractic clinics, and doctor’s offices. In 2009, CHAC became the first school in California to partner with Burke Williams Day Spas in order to offer qualified CHAC students the training required to become employed in a Luxury Day Spa environment. In 2009, Dr. Paul Schwinghamer was appointed by the Association of Private Sector Colleges and Universities (APSCU) as the APSCU’s first official appointee to the Board of Directors of the California Massage Therapy Council (CAMTC). In 2011, CHAC became the first NASM Academic Partner to offer a Personal Fitness Trainer program in Los Angeles.

PHYSICAL FACILITIES

The college occupies approximately 10,000 square feet in a modern facility placed at the heart of West Los Angeles, close to major freeways, local beaches, and great restaurants. CHAC has five 600 square foot classrooms, each fully equipped with program-specific equipment, including adjustable lighting, air conditioning, Sony Internet TVs, plastic skeleton and anatomical charts. Remaining square footage is comprised of staff offices, front-desk area, reception area, and student clinic and lounge areas. CHAC provides a digital-based library with computers and Internet access available for student use on school premises during regular business hours. Library access is provided through scheduling at the CHAC front-desk on a first-come first-serve basis. Library access is provided at no additional cost.

Massage Therapy students are required to bring their own sheets and towels to class for hygienic reasons, while basic materials such as class handouts are included in the supply fee. Clinical Studies Program students are responsible for providing their own sheets, and oils. Personal Fitness Trainer students must supply their own workout clothes and running shoes. The physical premises of the college can accommodate a maximum of 225 people at one time. Enrollment is limited to 24 students per class to ensure a productive student to teacher ratio.

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

CLINIC & GYM FACILITIES

The California Healing Arts College is contiguous to 1,400 square feet of student clinic space, separated from the school premises, and divided into nine treatment areas, and one office area devoted to the manager of clinical studies. The student clinic space is supervised by the school Director working in conjunction with the Clinical Studies Program manager. Lab facilities for the Personal Fitness Trainer program are provided in association with 24 Hour Fitness® Gyms.

SUPPLIES

Massage tables, additional books, oil, and supplies are available for purchase online, or through retailers located near the school. Massage Therapy Program students at CHAC receive massage therapy supplies provided by CHAC in its sole discretion, including a bolster, sheets, oil, and tote bag. Personal Fitness Trainer program students receive a tote bag, one-year gym membership for lab purposes, NASM workbooks, and other program-related supplies.

CLASS SIZE

Class sizes are limited to a maximum of 24 students per day or evening section in order to guarantee an optimal teacher to student ratio. A waiting list is offered when classes are full.

CLOCK HOUR & CREDIT HOUR DEFINITIONS

One clock hour is defined as 50 minutes of theoretical or practical instruction and 10 minutes of rest time. All classes are calculated based upon a 60 minute clock hour. CHAC's 41 credit hour CN840 program is equivalent to 900 instructional clock hours; CHAC's 38 credit hour CN650 program is equivalent to 900 instructional hours; and CHAC's 57 credit hour CN1000 program is equivalent to 1350 instructional hours. One semester credit hour is defined as, (a): fifteen (15) hours of classroom contact, or (b): thirty (30) hours of supervised laboratory/shop instruction, or (c): thirty (30) hours of documented independent study activities; or (d): forty-five (45) hours of externship/internship or work-related experience. CHAC is on a "payment period" basis and not a "semester / term" basis due to CHAC's monthly program starts.

CALIFORNIA CERTIFICATION REQUIREMENTS

California does not currently require passing a State Licensing Examination in order to practice Massage Therapy or Personal Fitness Training. The California Healing Arts College provides Massage Therapy students with sufficient preparation for the optional 500 hour Massage Therapist statewide certification through the California Massage Therapy Council (CAMTC). Permitting of massage therapists at the individual city and county level requires between 100 and 1,000 hours of training. Personal Fitness Trainer students are well prepared to pass the optional NASM Certification examination upon graduation from the school's PFT CN840 program.

PROGRAMS

PERSONAL FITNESS TRAINER CN840

The 900 instructional clock hour (41 credit hour) Personal Fitness Training Program provides extensive practical and theoretical training in leadership, sales, business, fitness assessments, exercise technique, goal-specific exercise program design, nutrition, and lifestyle coaching in order to thoroughly prepare the student for work in health club environments and to manage the student's own Personal Fitness Trainer clientele. This level of training is designed to prepare the student for National Academy of Sports Medicine (NASM) certification, and for entry-level personal fitness training in the health and fitness industry, with emphasis upon working in health clubs and acquiring a private fitness training clientele. NASM provides evidence-based health and fitness solutions, and has been a global leader in providing certification to health and fitness professionals since 1987. The PFT Externship Program provides students the opportunity to work with real clients in a genuine health club setting in order to gain real-world, hands-on experience of Personal Fitness Training. The PFT CN840 Program is limited to 24 students respectively in day and evening sections and is most often completed in approximately one year (48 weeks), divided equally in two semesters.

Qualified applicants may enroll in this program according to the start dates printed on the inside front cover of this catalog. Mandatory lab training sessions take place on school premises and in a large 24 Hour Fitness® health club that is two miles from the school. The PFT Externship program also takes place at the 24 Hour Fitness® health club, or other clubs located near CHAC.

Sequence and course hours / credits for Personal Fitness Trainer CN840 are as follows:

<i>subject</i>	<i>ins. clock hours</i>	<i>credits</i>
First Semester – 24 Weeks – 450 Instructional Hours – 20.5 Credits		
PFT 101 ANATOMY & PHYSIOLOGY	60	4.0
PFT 102 OPT FOR SPORT SPECIFIC TRAINING.....	60	2.0
PFT 103 ESSENTIALS & FITNESS ASSESSMENTS	60	2.0
PFT 104 KINESIOLOGY OF HUMAN MOVEMENT	60	3.5
PFT 105 EXERCISE PHYSIOLOGY.....	60	3.5
PFT 110 PROGRAM DESIGN & ADVANCED TECHNIQUES.....	60	2.0
PFT 111 LEADERSHIP, BUSINESS & SALES	60	3.0
PFT 112 PFT EXTERNSHIP I.....	30	0.5
Second Semester – 24 Weeks – 450 Instructional Hours – 20.5 Credits		
PFT 121 SPECIAL POPULATIONS FITNESS PRESCRIPTION	60	3.0
PFT 122 EXERCISE & NUTRITION.....	60	3.5
PFT 123 EXERCISE PSYCHOLOGY & LIFESTYLE COACHING.....	60	4.0
PFT 124 PROFESSIONAL & CAREER DEVELOPMENT	60	4.0
PFT 125 CERTIFICATION EXAM PREPARATION	60	3.0
PFT 129 PFT EXTERNSHIP II	150	3.0
TOTAL INSTRUCTIONAL CLOCK HOURS / CREDIT HOURS.....	900	41.0

MASSAGE THERAPIST – MASTER CN650

The 900 instructional clock hour (38 credit hour) Massage Therapist – Master program provides extensive practical and theoretical training in Swedish Massage, Oscillation, Shiatsu, Deep Tissue, Jade Stone Therapy, and Business Ethics and Practice, thoroughly preparing the student for work in professional clinical and economy spa massage environments. This level of training is designed to prepare the student for state certification, or for most individual city and county licensing requirements in California, and for entry level employment in chiropractic and medical clinics, health clubs, beauty salons and economy spas. Students are sufficiently trained to sit for the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) examination in Massage Therapy upon completion of this program. This training is limited to 24 students respectively in day and evening sections and is most often completed in just one year (12 months), divided equally between two semesters.

Qualified applicants may enroll in this program according to the start dates printed on the inside front cover of this catalog. During their first or second eight week study cycle, students will attend all classes required for completion of the Swedish Massage – CN150 course. Scheduled classes will then shift from the Monday, Wednesday, Friday, Saturday attendance cycle, to the Tuesday, Thursday, Friday, Sunday attendance cycle for the remainder of the program.

Sequence and course hours for Massage Therapist CN650 are as follows:

<i>subject</i>	<i>ins. clock hours</i>	<i>credits</i>
First Semester – 24 Weeks – 450 Instructional Hours – 19 Credits		
MT 101 SWEDISH MASSAGE (SEE PAGE 14 FOR DETAIL)	210	10.0
MT 102 OSCILLATION	70	2.5
MT 105 SHIATSU	140	5.5
MT 109 CLINICAL STUDIES ORIENTATION	10	0.5
MT 110 CLINICAL STUDIES PROGRAM I	20	0.5
Second Semester – 24 Weeks – 450 Instructional Hours – 19 Credits		
MT 112 BUSINESS ETHICS & PRACTICE	12	0.5
MT 119 CLINICAL STUDIES PROGRAM II & III	120	3.0
MT 121 DEEP TISSUE	140	6.0
MT 123 JADE STONES	70	3.0
MT 125 ADVANCED ANATOMY & PHYSIOLOGY	75	5.0
MT 126 PATHOLOGY	21	1.0
MT 127 KINESIOLOGY	8	0.5
MT 128 HYDROTHERAPY	4	0.0
TOTAL INSTRUCTIONAL CLOCK HOURS / CREDIT HOURS.....	900	38.0

MASSAGE THERAPIST – ADVANCED MASTER CN1000

The 1350 instructional clock hour (57 credit hour) Massage Therapist – Advanced Master program includes the entire Massage Therapist – Master CN650 program, and provides additional training in Spa Structure and Function, Thai Massage, Pregnancy Massage, Biomechanics, and Customer Service; and includes a unique Externship specific to the rapidly growing industry of Luxury Day Spas. Upon successful program completion, the student is thoroughly prepared for work in professional clinical and spa environments, and specifically prepared for employment in high-end luxury day spas. This level of training is designed to prepare the student for statewide certification, or for all individual city and county licensing requirements in California, and for entry-level employment in chiropractic and medical clinics, health clubs, beauty salons, and luxury day spas. Students are well trained to sit for the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) examination in Massage Therapy upon completion of this program. This training is limited to 24 students respectively in day and evening sections and is most often completed in just eighteen (18) months, divided equally between 3 semesters. Most graduates will work 15 to 20 hours per week in a luxury spa environment, while building up a private clientele over two or more years post-graduation. Qualified applicants may enroll in this program according to the start dates printed on the inside front cover of this catalog. Classes for the first two semesters of the CN1000 program meet according to the CN650 program schedule. Classes for the third semester of the CN1000 program meet three days per week for five hours per day over a period of four months. The Burke Williams Externship is completed over an additional two-month period.

Sequence and course hours for Massage Therapist CN1000 are as follows:

<i>subject</i>	<i>ins. clock hours credits</i>	
First Semester – 24 Weeks – 450 Instructional Hours – 19 Credits		
MT 101 SWEDISH MASSAGE (SEE PAGE 14 FOR DETAIL)	210	10.0
MT 102 OSCILLATION	70	2.5
MT 105 SHIATSU	140	5.5
MT 109 CLINICAL STUDIES ORIENTATION	10	0.5
MT 110 CLINICAL STUDIES PROGRAM I	20	0.5
Second Semester – 24 Weeks – 450 Instructional Hours – 19 Credits		
MT 112 BUSINESS ETHICS & PRACTICE II	12	0.5
MT 119 CLINICAL STUDIES PROGRAM II & III	120	3.0
MT 121 DEEP TISSUE	140	6.0
MT 123 JADE STONES	70	3.0
MT 125 ADVANCED ANATOMY & PHYSIOLOGY	75	5.0
MT 126 PATHOLOGY	21	1.0
MT 127 KINESIOLOGY	8	0.5
MT 128 HYDROTHERAPY	4	0.0
Third Semester – 24 Weeks – 450 Instructional Hours – 19 Credits		
MT 131 SPA ESSENTIALS	250	12.0
MT 133 REFLEXOLOGY	70	2.5
MT 135 PREGNANCY MASSAGE	70	3.5
MT 139 BURKE WILLIAMS EXTERNSHIP	60	1.0
TOTAL INSTRUCTIONAL CLOCK HOURS / CREDIT HOURS.....	1350	57.0

TUITION AND FEES

PERSONAL FITNESS TRAINER CN840

CHAC charges \$346.39 of tuition per credit unit for the CN840 Program

1 st SEMESTER (20.5 credits)	Registration fee (non refundable)... 50.00 Tuition costs7,101.00 Books 350.00 Supplies..... 51.00 Equipment 607.00 STRF 40.00 Total 1st Semester Cost..... \$8,199.00
2 nd SEMESTER (20.5 credits)	Tuition costs7,101.00 Books 350.00 Supplies..... 50.00 Equipment 280.00 Total 2nd Semester Cost \$7,781.00
Total Investment \$15,980.00	

Federal Financial Aid is available to students who qualify. Please ask us about Federal Grants & Direct Loans. Ask about scholarships too.

MASSAGE THERAPIST - MASTER CN650

CHAC charges \$404.47 of tuition per credit unit for the CN650 & CN1000 Programs

1 st SEMESTER (19 credits)	Registration fee (non refundable)... 50.00 Tuition costs7,685.00 Books 50.00 Supplies..... 95.00 Equipment 150.00 STRF 40.00 Total 1st Semester Cost..... \$8,070.00
2 nd SEMESTER (19 credits)	Tuition costs7,685.00 Books 190.00 Supplies..... 35.00 Total 2nd Semester Cost \$7,910.00
Total Investment \$15,980.00	

Federal Financial Aid is available to students who qualify. Please ask us about Federal Grants & Direct Loans. Ask about scholarships too.

MASSAGE THERAPIST – ADVANCED MASTER CN1000 *

3 rd SEMESTER (19 credits)	Tuition costs7,685.00 Books 120.00 Supplies..... 95.00 Equipment 10.00 STRF 20.00 Total 3rd Semester Cost \$7,930.00
Total Investment \$23,910.00	

* Please note that the CN1000 Program includes all of the above CN650 program.

Please note: The school is on a “payment period” basis rather than a semester/term basis, due to monthly program starts. The term “semester” as used in this catalog is synonymous with “payment period.” Tuition may change once per year in the sole discretion of the school. Once enrolled in a program, the student’s tuition for that program shall remain constant, so long as student satisfactory academic progress is maintained.

INTERNATIONAL STUDENTS 留学生

California Healing Arts College (CHAC) is authorized under Federal law to enroll nonimmigrant alien students (I-20). After application and admission to either our Massage Therapy program or Personal Fitness Trainer program, CHAC will issue you a completed I-20 form, which must then be used by you to apply for an **M-1 Student Visa** at your nearest U.S. Embassy or Consulate. CHAC does not offer English language services or other visa services. No additional costs apply. All instruction is in English. International Students must show proof of English language proficiency by obtaining at least **2nd Grade** on the **STEP Eiken Test** (450 TOEFL or 133 TOEEL CBT). Web: www.chac.edu.

ようこそCHACへ！詳細はCHACのウェブサイト、www.chac.edu をご覧下さい。

OUTSIDE OF CLASS WORK

Repetition of practical skills learned in the Massage Therapy and Personal Fitness Trainer programs offered at California Healing Arts College (“CHAC”) is a fundamental component to the success of CHAC graduates. CHAC encourages as much practice work as possible related to CHAC programs of study.

CHAC currently does not provide course credit for practical activities of a physical nature that may occur outside of the classroom on the student’s own time, and all such practical activities are performed at the student’s own risk and liability.

CHAC does not recognize outside-of-classroom work toward course credit.

CHAC provides its students with ample opportunity to acquire practice time on school premises using CHAC equipment during the lab portion of the Massage Therapy and Personal Fitness Trainer programs.

COURSE DESCRIPTIONS

Definitions: A class is a component of a course. A course is a component of a program. Several classes make up a course, and several courses make up a program. Classes are typically several hours to several days in duration. Courses are typically several weeks to several months in duration. A typical class is five hours in duration.

PERSONAL FITNESS TRAINER CN840

The “Personal Fitness Training” program at CHAC is comprised of twelve 60 hour courses and one 120 hour Externship course.

The order and sequence of classes and courses to complete the “Personal Fitness Trainer CN840” program is as follows:

***** FIRST SEMESTER *****

PFT 101 ANATOMY AND PHYSIOLOGY 4.0 Credits (CN840)

Students are introduced to human anatomy, including the nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive, integumentary and urinary systems. Special emphasis is placed upon the musculoskeletal systems, to include bony landmarks, types of joints, and muscular origins and insertions. Pathology is also discussed as it relates to Personal Fitness Training. Upon conclusion of this course, students will be familiar with basic medical terminology to describe structure and function of the human body, and will be knowledgeable at a basic level of the ten important body systems.

PFT 102 OPT FOR SPORT SPECIFIC TRAINING 2.0 Credits (CN840)

The Optimum Performance Training (OPT) lab is the practical application of program design for clients engaged in a particular sport, such as golfing, swimming, tennis, etc. Students design cardio respiratory training programs, POWER OPT™ programs, and other training programs specific to clients who participate in such individual or team non-competitive or competitive sports. Upon conclusion of this course, students will have learned to apply principles of reactive neuromuscular training (plyometric) and integrated speed training to help clients achieve established sport-specific training goals.

PFT 103 ESSENTIALS & FITNESS ASSESSMENTS 2.0 Credits (CN840)

Personal trainers are required to perform subjective assessments, objective assessments, and movement assessments of the PFT client in order to provide quality Personal Fitness Training services. This course provides students with the practical opportunity to learn, develop, and practice these vital client assessment skills. Students are introduced to goal-oriented exercises and assessment techniques that are combined to create very specific training programs. Upon conclusion of this course, students will be able to describe, demonstrate, and record subjective and objective assessments, including health and exercise history, current medication use, body weight, body fat composition, blood pressure, cardio respiratory fitness, and overhead squat and single-leg squat assessments. In addition, students will be able to identify human movement impairments, and teach exercises specific to flexibility, core balance, endurance, and strength in a safe and professional manner.

PFT 104 KINESIOLOGY OF HUMAN MOVEMENT 3.5 Credits (CN840)

Students explore biomechanics and muscular interactions, with emphasis upon the anatomical principles of human movement including agonist/antagonist/stabilizer muscle relationships, and kinesiology of the extremities. Particular focus is placed upon human kinetics in relation to exercise and exercise program development for Personal Fitness Training. Upon conclusion of this course, students will be able to describe the eccentric, isometric, and concentric actions of the major muscles of the human body, along with muscle origins and insertions, muscle specificity, overload and variation; and the neurophysiologic principles of reciprocal inhibition, force-couple relationships, length-tension relationships, synergistic dominance, relative flexibility, and pattern overload.

PFT 105 EXERCISE PHYSIOLOGY 3.5 Credits (CN840)

Students explore the unique physiology that occurs during the human body in response to exercise, including changes in blood flow, thermoregulation, breathing, heart rate, and nutrients in the bloodstream. Anabolic and catabolic processes are discussed in detail. Upon conclusion of this course, students will have gained sufficient knowledge to describe muscular contraction including the sliding filament theory, actin, myosin, activation potentials, and the biochemical role of calcium, phosphates, and sodium in muscular actions. Students will also be able to describe and differentiate models of resistance training including single-set, multiple-set, superset, pyramid-set, compound training and complex training. Finally, students will be able to identify acute training variables that elicit various physiologic responses, including stabilization, stabilization endurance, strength endurance, hypertrophy, maximal strength, power, and maximal power.

PFT 110 PROGRAM DESIGN & ADVANCED TECHNIQUES 2.0 Credits (CN840)

This course prepares students to design Goal-Specific OPT™ programs, Stabilization OPT™ programs, Strength OPT™ programs, and Cardio respiratory Training programs for individual clients. Students will learn to implement appropriate exercise techniques, and modify, progress, and regress appropriate exercises as needed, and according to client progress and feedback. Upon conclusion of this course, students will be able to demonstrate principles of flexibility training, core stability training, and neuromuscular stabilization training in the creation of exercise programs designed specifically to address the individual goals and needs of each Personal Fitness Training client.

PFT 111 LEADERSHIP, BUSINESS & SALES 3.0 Credits (CN840)

Students in this course will learn how to become successfully employed or self-employed as Personal Fitness Trainers. Basic business principles of effective goal-setting, organization, advertising, marketing, communication, selling, closing the sale, and generating repeat business will be examined and discussed in detail, relative to the personal fitness industry. Students will role-play with each other to develop confidence in the application of specific, ethical techniques to build a successful business: most importantly, listening to, and taking care of the PFT client's needs in order to generate positive feedback, measurable results, and new client referrals. Upon conclusion of this course, students will have learned how to create a winning Personal Fitness Trainer resume, and will have gained sufficient confidence to prospect new clients and generate repeat clients who will pave the way to students' success in the field of Personal Fitness Training.

PFT 112 PFT EXTERNSHIP I 0.5 Credits (CN840)

The introductory portion of the PFT Externship component of the PFT program is completed in the first semester. Please see "PFT Externship II" below for a detailed description of the PFT Externship experience at CHAC.

***** SECOND SEMESTER *****

PFT 121 SPECIAL POPULATIONS FITNESS PRESCRIPTION 3.0 Credits (CN840)

Students explore and put to practice the special skills and knowledge required to design and develop an effective Personal Fitness Training program for clients exhibiting unique physical or health considerations. Populations under consideration include young, aging, obese, diabetic, and pre or post-partum female clients. Additional training considerations are examined in relation to the specific health concerns of osteoporosis, arthritis, and cardio respiratory disease. Upon conclusion of this course, students will be able to perform subjective assessments of special population clients, and will be able to design Personal Fitness Training programs specific to the goals and needs of particular special population clients.

PFT 122 EXERCISE & NUTRITION 3.0 Credits (CN840)

Students explore nutritional wellness with emphasis upon interactions and relationships between carbohydrates, proteins, nucleic acids, amino acids, vitamins, and minerals. Various dietary regimes are discussed, compared and contrasted, including low carbohydrate / high protein, vegetarian, and vegan diets. Benefits and contraindications to nutritional supplementation are discussed, as is the practical implementation of nutritional supplements in the Personal Fitness Training industry. Upon conclusion of this course, students will be able to properly advise a client on nutritional supplementation as part of specific training plans focused upon weight gain or reduction, flexibility, endurance, strength, and power. Students will also have developed a sound knowledge of widely accepted nutritional guidelines to manage weight, and enhance anaerobic and aerobic athletic performance, including meal composition and timing.

PFT 123 EXERCISE PSYCHOLOGY & LIFESTYLE COACHING 4.0 Credits (CN840)

Students are introduced to personal and professional leadership along with motivational and situational techniques designed to enhance and promote positive behavioral change in clients seeking professional Personal Fitness Training. Students will learn to apply a holistic, integrated and principle-centered approach in motivating the individual client to become physically active and attentive to personal health. Upon conclusion of this course, students will be able to describe the effects of planned stress (e.g., exercise) and recovery (e.g., sleep and massage) on mental health, physical performance, and health-related quality of life, and will have learned how to effectively motivate clients to reach specific health and training goals through the integration of personal training as part of a healthy lifestyle.

PFT 124 PROFESSIONAL & CAREER DEVELOPMENT 4.0 Credits (CN840)

This course complements principles and techniques mastered in “Leadership, Business, and Sales”, and emphasizes various strategies for professional career development, including job search methodologies, resume formatting, generation of pre-employment letters, interview techniques, and the importance of a professional dress code. Upon conclusion of this course, students will know how to effectively and professionally communicate with, and interact with employers, clients and colleagues in order to further career development in the field of Personal Fitness Training.

PFT 125 CERTIFICATION EXAM PREPARATION 3.0 Credits (CN840)

This course is designed to prepare students with the essential skills required to successfully pass the National Academy of Sports Medicine (“NASM”) Certified Personal Trainer (“CPT”) certification examination. Students are provided with the tools necessary for successful exam preparation, including a comprehensive review of Anatomy and Physiology, Client Assessment, Exercise Techniques, Training Instruction, Program Design, Nutritional Factors, Client Relationships, Behavioral Coaching, Professional Development, and Professional Practice, Ethics, and Responsibilities. Upon conclusion of this course, students will have sufficient knowledge and skill to pass the NASM CPT certification examination, and will be able to receive the NASM CPT designation.

PFT EXTERNSHIP

The PFT Externship component (3 credits) of the Personal Fitness Training Program is designed specifically to lead directly to employment in a health club environment. PFT Externs shadow and assist more experienced personal trainers, and learn how to approach potential clients, sell personal fitness training services, implement personal fitness training programs, and assess and maintain client information databases in a real health club environment.

While most students who successfully complete the Personal Fitness Training program may be offered employment in a health club environment, employment cannot be guaranteed; and some graduates may wish to pursue private practice as professional Personal Fitness Trainers.

PFT 129 PFT EXTERNSHIP II 3.0 Credits (CN840)

The PFT Externship component of the PFT program is the most important practical training components of the entire educational experience. The PFT Externship is designed to develop student confidence, skill and professionalism in the design and application of Optimal Performance Training with real clients. Initially, students will implement PFT programs on each other, and then progress mid-point through the externship, to working with real PFT clients under direct supervision from the school-designated PFT Externship Supervisor. Every PFT session is recorded and accompanied by PFT client feedback and PFT Externship Supervisor feedback in order to foster continued and progressive student growth and learning. The PFT Externship is a unique opportunity to integrate theory with practice in a real fitness center environment.

Upon conclusion of the PFT Externship, students will have gained the knowledge and confidence to successfully apply all of the principles and practice of the Optimal Performance Training model on at least ten (10) real-life PFT clients.

MASSAGE THERAPIST – MASTER CN650

The “Massage Therapist – Master CN650” program is made up of several classes and courses, and is a subset of the “Massage Therapist – Advanced Master CN1000” program.

The classes and courses below that are components of both the CN650 and CN1000 programs are indicated with “(CN650 / CN1000)” in the description heading. The Swedish Massage course is comprised of multiple classes that collectively form one component of the CN650 program.

Courses below that are only part of the CN1000 program are indicated with “(CN1000)” in their description heading.

The order and sequence of classes and courses to complete the “Massage Therapist – Master CN650” program is as follows:

*** FIRST SEMESTER ***

MT 101 SWEDISH MASSAGE 10.0 Credits (CN650 / CN1000)

The Swedish Massage course at CHAC is a prerequisite to all other courses in the Massage Therapy programs offered at CHAC, excepting Oscillation, which may be completed in advance. The Swedish Massage course introduces and emphasizes core concepts in massage therapy, including massage history and theory, hygiene, basic anatomy and physiology, basic business ethics and practice, basic nutrition, and CPR and first aid. Practical components of training emphasize the fifty-minute full-body Swedish massage sequence and four basic Swedish massage strokes: effleurage, petrissage, friction, and percussion, and several variations of each. Proper body position and biomechanics are well integrated into the actual practice of massage. Selection of a massage table suitable for practice is also discussed. Students end this course very proficient in basic techniques and able to confidently administer a one-hour Swedish massage.

Subjects covered in the Swedish Massage course include:

Massage History & Theory

Massage therapy is traced from its beginnings to its present day status as a healing art. The theory behind the effectiveness of massage therapy is discussed. Student input is emphasized.

Hygiene

Good hygienic practices such as keeping clean hands and linen, and using hypoallergenic oils are essential to a healthy massage practice and are discussed in detail. Students commit to memory a short check-list of hygienic questions to ask themselves and clients on a routine basis. Safeguards against transmission vectors for disease are emphasized.

In-Office Massage

The in-office massage is a brisk ten-minute sequence of pressure and relaxation strokes designed to decrease stress in the neck, shoulder, and hand regions. This massage provides the therapist with a wonderful opportunity to introduce potential clients to the benefits of massage therapy.

Foot Reflexology

Foot reflexology is a reflex acupressure technique benefiting the entire body, leaving clients with a feeling of relaxation and well-being – and very happy feet. Basic theory and point-mapping is taught, along with proper use of pressure, frequency, and rhythm.

Anatomy & Physiology

This segment covers basic concepts in anatomy and physiology to provide students with the theoretical background necessary to become effective therapists. An introduction to physical science and inanimate matter beginning with atoms and molecules is followed by a study of living processes ranging from the cell, to tissues, to organs, organ systems and finally organisms. Emphasis is placed upon the muscular and skeletal systems so that students obtain a solid foundation in what is most relevant to a practicing massage therapist.

Essential Oils

A basic introduction to using essential oils and herbs as part of a massage practice. Emphasis is upon actual experience and subtle effects of different oils.

Basic Nutrition

The old saying, "You are what you eat" is examined in detail. A segment in basic nutrition and healthy eating, including food combining, vegetarianism, and common food disorders of modern society. Emphasis is upon providing students with facts related to a healthy diet.

Introductory Oscillation

An introduction to Oscillation as a gentle form of massage therapy using repetitive back and forth movements to put the body through its normal range of motion. This form of massage, when properly done, provides the client with profound mental relaxation.

Introductory Deep Tissue

An introduction to the use of knuckles, elbows and thumbs to apply directed, increased pressure as needed. Theory behind use of deep-tissue techniques is discussed. Emphasis is placed upon providing students with a few good techniques that can enhance a general Swedish massage.

Business Ethics & Practice

Basic training in proper goal setting, ethical marketing, and client record keeping is covered in this module. Students acquire a quick overview of skills needed to begin and promote a successful massage practice. A discussion of CHAC's Clinical Studies Program is presented.

CPR & First Aid

Basic resuscitation and first aid procedures are taught. Topics including drowning, cuts, burns, and accident prevention are covered. Prevention of possible accidents related to a massage therapy practice is emphasized. Students obtain CPR and First Aid certification cards, at their option, on completion of this segment.

Introductory Sports Massage

A very practical introduction to massage procedures employed when working with athletes and athletic injuries. This segment explores proper "pre" and "post" massage technique at athletic events and covers contraindications as well. Special considerations when working with athletes are discussed.

MT 102 OSCILLATION 2.5 Credits (CN650 / CN1000)

An extension of Introductory Oscillation. This course provides the student with an in-depth study of Oscillation methods along with a one-hour full-body Oscillation sequence. Specific movements for shoulders, legs, back, and neck are emphasized. Students are encouraged to develop their own movement patterns based upon normal joint range of motion.

MT 105 SHIATSU 5.5 Credits (CN650 / CN1000)

Shiatsu is an Eastern form of massage therapy which uses specific finger or thumb pressure to activate or calm acupuncture points, and thus help balance the flow of energy, or "chi" through body organs and tissues. Students are introduced to oriental medical theory and are able upon course completion to administer a skilled one-hour Shiatsu treatment.

MT 109 CLINICAL STUDIES ORIENTATION 0.5 Credits (CN650 / CN1000)

An introduction to the responsibilities and requirements involved in becoming a CHAC Massage Clinical Studies student. Topics such as initial client screening, working with patients, scheduling clients, basic telephone skills, and professionalism are discussed and role-played.

MT 110 CLINICAL STUDIES PROGRAM (Phase I) 0.5 Credits (CN650 / CN1000)

Students begin CHAC's most popular and most practical training program for building skill, confidence, and professionalism in the field of Massage Therapy. Up to 150 massages are performed upon clinic patients in a carefully supervised atmosphere, simulating 'real-life' work in a doctor's office, health club, or beauty salon – including feedback after every massage. Group meetings are held to help develop student business skills and to discuss client issues.

CLINICAL STUDIES PROGRAM

The Clinical Studies Program at CHAC is the most unique and valuable opportunity we offer for building student confidence in all aspects of massage practice. Students who have successfully completed their Swedish Massage course training are eligible to apply for entry into the CHAC Massage Clinical Studies Program.

The Clinical Studies Program is divided into phases I, II, and III, and is designed to bridge the gap between theory and practice, enabling graduates to enter the 'real world' of Massage Therapy. (This program meets requirements of CCR Article 7, section 73700, paragraph (3), which states, "*The curriculum shall contain specific learning activities, including laboratory, workshop, externship, or other 'hands on' activities, necessary for students to achieve the specific educational objectives...*") Topics discussed in the Business and Ethics portion of the CN150 course are put to practical use in this training, during motivational group meetings held once per month with the CHAC Clinical Studies Manager. Up to one hundred and fifty Client Massages are performed exclusively in CHAC's adjacent massage therapy clinic.

Because students are prohibited by law in Los Angeles from receiving any form of consideration whatsoever for performing massage upon any member of the general public, CHAC does not compensate its students in any manner for performing massage. Every massage therapy session is supervised through recording and analysis of feedback questionnaires based upon client response to the student's massage. Upon completion of the Clinical Studies Program, students are qualified for entry level employment in many spas or health clubs, and have acquired a newfound degree of skill and confidence. Successful completion of the Clinical Studies Program is an important factor in assisting students to gain employment upon graduation.

***** SECOND SEMESTER *****

MT 112 BUSINESS ETHICS AND PRACTICE II 0.5 Credits (CN650 / CN1000)

Additional training in proper goal setting, ethical marketing, and practice management is presented in conjunction with the Clinical Studies Program. Students end this module with a good grasp of skills needed to begin and promote a successful massage practice.

MT 119 CLINICAL STUDIES PROGRAM (Phase II & III) 3.0 Credits (CN650 / CN1000)

Students continue their Clinical Studies training as described in Phase I above.

MT 121 DEEP TISSUE 6.0 Credits (CN650 / CN1000)

An in-depth study of deep tissue techniques. Various similar forms of deep-tissue therapy are discussed and evaluated. Students are taught a ten-session program of body assessment and myofascial release, emphasizing postural changes and integration of proper movement patterns. Deep Tissue as applied to a sports-massage practice is also discussed.

MT 123 JADE STONES 3.0 Credits (CN650 / CN1000)

One of the most unique courses offered as part of the CN650 program. Jade Stone technique uses hot and cold temperature baths combined with jade stones specifically crafted for therapeutic use in order to enhance Swedish, Deep Tissue or other forms of massage. Students complete this module with knowledge of a full-body sequence using authentic Jade Stones.

MT 125 ADVANCED ANATOMY & PHYSIOLOGY 5.0 Credits (CN650 / CN1000)

A continuation of Anatomy & Physiology, providing more detailed study of organ system composition, location, and function, with particular emphasis placed upon muscular origins and insertions, and physiology of organs that allow the body to detoxify and heal.

MT 126 PATHOLOGY 1.0 Credit (CN650 / CN1000)

Basic pathological processes are examined at the cellular and whole body levels. The inflammation reaction is discussed and related to the formation of trigger points and tight patterns of musculature. Common disease conditions of the skin, internal organs, and all body systems relevant to massage therapy are examined. Different vectors of contamination and production of disease are looked at from a holistic perspective. Students gain an appreciation for the healing process and beneficial effects of massage.

MT 127 KINESIOLOGY 0.5 Credits (CN650 / CN1000)

This class is vital to all forms of Deep Tissue. Students finish this course with a solid foundation in kinesiological principles including agonist and antagonist relationships of muscle and the concept of synergistic muscular action.

MT 128 HYDROTHERAPY 0.0 Credits (CN650 / CN1000)

This class covers basic physical therapy techniques that a massage therapist may use under the supervision of a qualified primary health care practitioner. Use of hot packs, cold packs, ultrasound, whirlpool baths and other modalities is explained, demonstrated, and discussed.

MESSAGE THERAPIST – ADVANCED MASTER CN1000

The CN1000 program includes the first and second semesters of the CN650 program above, as well as the third semester detailed below.

The order and sequence of classes and courses to complete the first and second semesters of the CN1000 program begins on page 8 of this catalog, and is identical to the order and sequence of classes to complete the CN650 program. The order and sequence of courses to complete the third semester of the CN1000 program is as follows:

***** THIRD SEMESTER *****

MT 131 SPA ESSENTIALS 12.0 Credits (CN1000)

This course is specific to working in a luxury day spa environment, and explores spa structure and function, customer service, and spa products from a theoretical and practical perspective. The bulk of training is devoted to integration of various massage techniques such as Swedish Massage and Thai Massage, in order to develop flexibility and physical endurance in a luxury spa environment; with additional emphasis placed upon body biomechanics, self-care, and injury prevention for the massage therapist. Upon completion of this course, students have gained the ability to perform a 50 minute Thai Massage and function professionally, safely, and effectively in a luxury spa environment.

MT 133 REFLEXOLOGY 2.5 Credits (CN1000)

This course explores in depth the theoretical and practical application of foot, hand and ear reflexology in a spa setting. Emphasis is placed upon flexibility in the application of different thumb and finger pressure techniques in order to preserve hand strength and prevent injury to both therapist and client. Upon completion of this module, students will have the ability to perform a full reflexology sequence in a spa environment.

MT 135 PREGNANCY MASSAGE 3.5 Credits (CN1000)

Pregnancy massage is the study and application of specific massage therapy techniques designed to assist and benefit a woman at various stages during her pregnancy. Common conditions and complications such as low-back pain, varicosities, morning sickness, etc., are discussed and considered. Special emphasis is placed upon draping techniques and client comfort. Students finish this course with an appreciation for the process and changes that occur during pregnancy, and understand the indications and contraindications for performing massage therapy upon a pregnant woman during her first, second, and third trimesters, prior to delivery.

BURKE WILLIAMS EXTERNSHIP

MT 139 BURKE WILLIAMS EXTERNSHIP 1.0 Credit (CN1000)

The Burke Williams Externship component of the Massage Therapist – Advanced Master CN1000 program is designed specifically to lead directly to employment in a luxury spa environment. This externship is a unique opportunity for students to gain practical experience in the real-world setting of a luxury day spa, by performing 60 massage therapy sessions upon seasoned Burke Williams Massage Therapist employees, and highly experienced CHAC instructors. Students who have successfully completed prior course elements of the CN1000 program are eligible to begin the Burke Williams Externship.

While most students who successfully complete the Burke Williams Externship will be offered employment at an existing Burke Williams location, employment cannot be guaranteed; and some graduates may wish to become employed in an alternative luxury day spa environment, or may wish to pursue private practice. This training is designed to provide a bridge for employment in most luxury day spa environments, and is a wonderful addition to any graduate's resume.

INSTRUCTORS

Gary Brownlee, B.S., M.S.

Gary Brownlee earned both his bachelor's and master's degrees in Structural Engineering from the University of Wyoming and then worked at the Jet Propulsion Laboratories near Pasadena for many years, where he did his part to help our species land on the moon. Gary is a certified Trager® Practitioner and Trager® Instructor and has worked directly with Milton Trager, John Upledger, and Brugh Joy. He has been practicing various forms of massage therapy since 1979, including Trager, Esalen, Feldenkrais, and Craniosacral work. Gary teaches Oscillation at CHAC, blending his extensive knowledge into a very fun and unique teaching experience.

James Morgan, D.C., Q.M.E.

Dr. James Morgan graduated from Palmer College of Chiropractic West with a degree in Chiropractic, and continued his studies to become a State Appointed Qualified Medical Evaluator. Dr. Morgan is a massage therapy and anatomy/physiology instructor at CHAC and is a natural educator who loves answering questions from his students. Dr. Morgan treats film industry personnel on location as part of his chiropractic practice, and has a passion for Native American History and Astronomy. He has been practicing massage since 1998.

Jim Dorr, B.A., M.Mus.

Jim Dorr earned his master of arts degree in English and Music, and has been practicing actively as a Massage Therapist since 1992. In 1993, he opened his own massage therapy business in a commercial location, and began practicing a few days per week at Burke Williams, a well-known day spa in Santa Monica. He also earned his Master's Degree in Music and Speech Science from the University of Southern California. Jim is the founder of Jade Stone Therapy and teaches Business and Ethics and Jade Stones at CHAC.

John Burnson, B.S.

John Burnson graduated from DePaul University in Chicago with a bachelor's degree in Finance and continued on to study at Loyola University where he specialized in the Life Sciences. John has been practicing massage therapy since 1991, and teaches Deep Tissue at CHAC. John is a black-belt martial artist trained in Hapkido-Jujitsu, and is also a talented writer with a great sense of humor. John is the current Massage License Test Examiner for the City of Santa Monica.

Laszlo Szucs

Laszlo Szucs began practicing massage therapy in 1995, at Burke Williams Luxury Day Spa in Santa Monica, California, where he quickly distinguished himself as one of the spa's top therapists. Laszlo specializes in Thai massage, Shiatsu, Reflexology and Deep Tissue massage, and places great emphasis on proper body mechanics and injury prevention. Laszlo is originally from Hungary where he studied and obtained a solid background in mechanical engineering. Laszlo teaches the Shiatsu, Thai Massage, and Spa Technique courses at CHAC.

David Allan, D.C.

Dr. David Allan is a master bodyworker and chiropractor with an active practice in Los Angeles, California. Dr. Allan has been teaching Reflexology for over thirty years and is one of the pioneers of Reflexology training in California. He maintains a national ARCB Certification in Reflexology and is the founder and CEO of Dr. Allan's Global Institute of Integrated Touch (DAGIT). Dr. Allan graduated from Cleveland Chiropractic College and is deeply committed to whole-body wellness and optimum health. Dr. Allan teaches Reflexology at CHAC.

Alex Usategui

Alex Usategui began personal training in 2001 and earned his master's degree in Exercise Science from Florida International University in 2003. Alex has lectured on fitness topics across the country, and has trained middle-school to professional level athletes. Alex has also managed gyms, started entrepreneurial businesses, and conducted group exercise training classes and fitness consultations. His certifications include NASM- CPT, NASM-PES, and NSCA-CSCS. Alex is Program Director of the Personal Fitness Training program at CHAC, and is very focused upon providing CHAC students with the tools needed for success upon graduation.

Tanja Degen, D.C., C.P.T.

Dr. Tanja Degen graduated from the Canadian Memorial Chiropractic College in 1993 with a doctorate in Chiropractic, and continued her studies in Acupuncture, Massage Therapy and Personal Training. For fourteen years, Dr. Degen owned and operated a multidisciplinary chiropractic and acupuncture practice in Toronto, Canada, which provided her the opportunity to treat and coach both amateur and professional athletes. Dr. Degen is also an avid marathon runner and triathlete, running at the elite level in the Boston Marathon and competing at the national level as a triathlete. She is currently a Lead Instructor for the Personal Fitness Trainer Program at CHAC.

Justin Spanko

Justin Spanko is an NASM and ACE certified personal trainer with a bachelor's degree in Health and Physical Education from Slippery Rock University (PA). Justin has been teaching college-level physical education and fitness since 2005, while also working as a personal trainer providing one-on-one, small group, and group exercise training in southern California. In addition to his background in education and fitness, Justin also served four years of active duty in the U.S. Navy at Pearl Harbor, Hawaii. Justin is an instructor in CHAC's Personal Fitness Trainer program.

Arek Long

Arek Long received his bachelor's degree from Xavier University and master's degree in Exercise Physiology from East Carolina University. While completing his master's degree he served as a physical conditioning teaching assistant, as well as a strength and conditioning graduate assistant for the university's varsity athletics program. Arek also completed a Strength and Conditioning internship with the US Olympic Training Center in Chula Vista, California. Arek has worked in fitness management and also as a personal trainer instructor for one of the largest commercial fitness companies in America. Arek is an instructor in CHAC's PFT program.

David O'Connor

David has been a Personal Trainer since 2004 and has performed over five thousand PT sessions, helping his clients with weight loss, strength conditioning, gaining muscle mass, sports specific training, circuit training, and functional training. At Equinox® Fitness Club, David led his team of personal trainers to become the number one club in Southern California. As Fitness/PT Manager at Equinox he coached and developed over 70 trainers to full-time status. David specializes in Corporate Health & Wellness and is an instructor in CHAC's Personal Fitness Trainer program.

OPERATING SCHEDULE

The California Healing Arts College is open seven days per week, Monday through Sunday as follows:

Office Hours: Mon - Fri 8:00 a.m. to 10:30 p.m.
Sat - Sun 9:00 a.m. to 6:00 p.m.

Personal Fitness Trainer CN840 is a two-semester program, offered in daytime and evening sessions, beginning eight times per year, approximately every six weeks. Massage Therapist - Master CN650 is a two-semester program, offered in daytime and evening sections, beginning once per month. Massage Therapist – Advanced Master CN1000 is a three-semester program, offered in daytime and evening sections, beginning three times per year.

Please see the current program schedule on page 2 of this catalog for precise start and end dates and times.

Courses are normally scheduled on the basis of enrollment, with a minimum of 2 students required per course. In the unlikely event that a course is cancelled due to low enrollment, the student will be automatically enrolled for the next course start date. Students participating in continuing education classes or seminars will be offered a complete refund of tuition and registration fees for the class or seminar in the event of cancellation.

Important scheduling information (operating hours, holidays, vacations, class schedules and revisions) will be announced to students in advance. Holidays honored by CHAC include Christmas, New Year's Day, Independence Day, Thanksgiving, Memorial Day, and Labor day.

PROGRAM SCHEDULE & CHANGE POLICY

Program starting dates are as posted in the school's catalog. A "Program" at CHAC is made up of individual "Courses" that in turn are made up of individual "Classes". CHAC may alter its schedule of classes on occasion according to need or circumstance, and in such case will notify students by letter, by posted notice, or by telephone as appropriate. Currently enrolled students shall incur no additional expense as a result of program modification, course changes, or class schedule changes. Program modifications shall always remain consistent with the stated educational objectives of the Program.

APPROVAL DISCLOSURE STATEMENT AND COMPLAINT POLICY

The California Healing Arts College is a private institution approved to operate as an accredited institution by the Bureau for Private Postsecondary Education (“BPPE”), pursuant to the California Private Postsecondary Education Act of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8). CHAC is approved for several courses, including:

PERSONAL FITNESS TRAINER CN840	900 clock hours
MASSAGE THERAPIST – MASTER CN650	900 clock hours
MASSAGE THERAPIST – ADVANCED MASTER CN1000	1350 clock hours

Instruction is in residence with facility occupancy level accommodating 225 people at any one time. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prospective enrollees are encouraged to visit the physical facilities of CHAC and to discuss personal educational and occupational plans with college personnel prior to enrolling or signing enrollment agreements. CHAC is certified through December 31, 2015, to participate in Title IV Federal Financial Aid Programs, such as Federal Pell Grant and Federal Direct Stafford Loan programs.

Student Complaint
Grievance Procedure

Persons seeking to resolve problems or complaints should first contact the instructor teaching the course. Requests for further action may be made to the college Assistant Director or President.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web Site at: www.bppe.ca.gov.

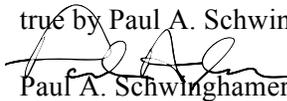
Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone Number: (888) 370-7589 or by fax (916) 263-1897.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302 -- Arlington, VA 22201 -- (703) 247-4212**

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting Dr. Paul Schwinghamer, the CHAC Director.

All information in the content of this college catalog is current and correct and is so certified as true by Paul A. Schwinghamer, D.C.



Paul A. Schwinghamer, D.C. / CHAC CEO, President & Director

ADMISSION REQUIREMENTS

Admission is based upon student character, ability to satisfy financial commitments, and ability to complete the course work as determined by submission of a completed CHAC application form and personal interview with a CHAC staff or faculty member. An applicant must also:

- (a) Be a high school graduate or equivalent, or pass an Ability to Benefit Test (ATB)
- (b) Be at least eighteen years of age
- (c) Be physically fit enough to perform massage therapy or personal fitness training

The California Healing Arts College accepts applicants without regard to age, sex, race, or personal beliefs. CHAC may refuse applicants whom it deems are not well-suited or qualified for the program, or whom it deems physically unable to complete the educational program.

ADMISSION PROCEDURES

Students may enroll any time prior to the start of classes, though we do encourage applicants to enroll at least two weeks before starting dates in order to guarantee a place in class. Enrollment is limited to twenty-four students per program start.

After completing the application form, the applicant must schedule an interview appointment with a staff or faculty member. The applicant is notified of acceptance upon successful conclusion of the verbal interview, in person or by telephone.

CREDIT TRANSFER POLICY

Upon enrollment, the student will be asked to list any previous education, training, or experience related to the proposed field of training. If relevant training is recent enough, sufficiently thorough and relevant, and adequately performed as evidenced by passing grades on an official transcript, appropriate credit will be allowed pending proper documentation and proof of study. Specifically, in order to qualify for transfer credit, the prior education must have been completed within the past five (5) years, and must evidence a grade point average of at least 3.0 or equivalent on an official transcript from an accredited institution.

California regulation does not recognize or permit courses of Massage involving correspondence (through-the-mail) instruction. CHAC does not accept hours from non-accredited institutions. Additionally, no more than 50 percent of previous education and training, excluding training completed at CHAC, may be granted toward completion of CHAC's programs. Proof of previous employment as a licensed or certified professional in the field of study may be used to waive requirements for completion of all or a portion of internship or externship hours in the sole discretion of CHAC. CHAC has not entered into an articulation or transfer agreement with any other college or university.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at California Healing Arts College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Massage Therapy or Personal Fitness Training is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Healing Arts College to determine if your diploma or certificate will transfer.

ATTENDANCE REQUIREMENTS

Students are expected to show for classes as scheduled. Attendance, including make-up classes, forms ten percent (10%) of the course grade, and is incorporated into the course grade point average (GPA) that leads to the cumulative grade point average (CGPA). All students must sign in at the beginning of class and sign out at the end of class in order to receive class credit.

Students must demonstrate a minimum attendance of eighty percent (80%) in each course that forms part of the educational program. When individual course attendance falls below 80%, the student shall be advised by the school registrar or college director, and the student shall have four (4) months from the end of the course in order to improve attendance, not to exceed 1.5 times the program length. The course shall be repeated if the course attendance remains below 80%, and a designation of “RPT” shall appear next to the course on the program transcript. Students who demonstrate repeated absence, tardiness, or class cuts resulting in unsatisfactory academic progress shall be placed on probation according to the “Probation & Termination” policy below.

Absence: Absence for a class shall result in loss of class credit, to be regained through make-up classes in not more than four (4) months from the course end date.

Tardiness: Coming late to class is very disruptive to the learning environment. Tardiness is defined as showing up more than thirty (30) minutes late for the beginning of a class. Students who arrive more than thirty (30) minutes late to class will not receive credit for the class, unless approved in writing by the course instructor.

Class Cuts: Class cuts shall result in loss of class credit. Students who leave prior to the end of class will not receive credit for attending the class.

Make-Up Work: Make-up work is required for any loss of class credit and must be equivalent to the subject material covered in the missed class. Missed classes can be determined by consulting the posted “Master Program Schedule” on school premises. Make-up work for practical classes shall be accepted as hours of class attendance under instructor or assistant instructor supervision. Students attending a class for make-up shall attend the entire class from start to finish in order to receive class credit. Make-up work for anatomy and physiology lectures is possible through documented viewing of equivalent lectures on video, on school premises, if the video is available.

Leave of Absence: A student may request only one 30 day leave of absence (“LOA”) in the event of unforeseen life circumstances, such as jury duty, accident or illness, passing of an immediate family member, sudden loss of employment, or loss of childcare. Military duty and pregnancy may qualify for an extended LOA in the registrar’s discretion, that does not exceed 180 days within the 12-month period. An LOA must be documented in writing, and a “Leave of Absence Request” form must be signed and dated by the student, and approved by the registrar. Non-return from LOA results in termination and application of the school’s refund policy.

GRADING SYSTEM

The college's grading system is numerical, ranging from 0 to 4.0 as follows:

GPA	Grade
4.0	90 - 100%
3.0	80 - 89%
2.0	70 - 79%
1.0	60 - 69%
0	59% or less

A cumulative grade point average (CGPA) of 2.0 or better is required for students to graduate successfully from any program. The cumulative grade point average is determined by first calculating the course quality points (QP). The course QP are obtained by multiplying the course credit hours (CR) by the overall course examination grade (EG). The sum of QP for all courses attempted is then divided by the sum of CR for all courses attempted, to arrive at the CGPA. The formula is: $tQP / tCR = CGPA$, where tQP is total quality points, and tCR is total course credit hours.

If a student does not complete a course as scheduled, the letters "INC" will appear on the student's transcript to designate "incomplete". A student shall not graduate from the program of study when any required course shows an incomplete on the transcript. The designation "INC" shall be replaced with "COMP" or "GRAD" to show completion or graduation once the student has achieved satisfactory academic progress in the course. In addition, a student shall not graduate with a tuition balance due for the program of study, unless special arrangement is made in the sole discretion of CHAC, with the CHAC accounting and business office based upon the student's credit worthiness.

SATISFACTORY ACADEMIC PROGRESS

In order to demonstrate satisfactory academic progress, students must attain a minimum cumulative grade point average (CGPA) of 1.0 at the end of the first 25% of the program, 1.5 by program midpoint, and 2.0 upon graduation. Students who are awarded the Virginia Ruiz scholarship shall be held to a higher standard of satisfactory academic progress, including completion of the entire Clinical Studies Program course and attainment of a minimum cumulative grade point average (CGPA) of 1.0 at the end of the first 25% of the program, 1.5 by program midpoint, 2.0 at 75% program completion, and 2.0 upon graduation. A minimum course GPA of 1.0 and 80% attendance shall be achieved for any individual course, or the student shall be provided warning for a thirty (30) day period, and then placed on probation.

Students are required to earn a minimum of two-thirds or 66.7% of the credit hours attempted at CHAC in order to maintain satisfactory academic progress (not including transfer credit hours). The credit hour completion rate is calculated at the end of each semester as follows: the total number of credit hours earned are divided by the total number of credit hours attempted.

For example, a student has attempted sixteen (16) credits of the Massage Therapist – Master CN650 program, and has earned fourteen (14) credits upon completion of the program's first semester (program midpoint). The credit hour completion rate is calculated as 14 divided by 16 to equal 87.5%. The student's credit hour completion rate is adequate.

The current number of credit hours earned is printed on the student transcript and is available for review upon request to the CHAC registrar.

Students using V.A. benefits to attend the program shall demonstrate a minimum GPA of 2.0 by 75% of program completion. The V.A. shall be promptly notified if a V.A. student is withdrawn from the program due to unsatisfactory academic progress. Students shall complete the program in no more than 1.5 times the program duration (excluding leave of absence), or shall be subject to academic withdrawal.

TUITION DEFAULT

Students defaulting on scheduled tuition payments shall be placed on probation and shall risk immediate dismissal at the discretion of the college director or business office.

OFFICIAL TRANSCRIPT POLICY

Official transcripts are available upon request for a fee of \$20.00 per transcript, after the student has graduated and fulfilled all of his or her financial obligations to the school. Students shall receive two (2) official transcripts at no cost upon successful completion of the entire program of study and satisfaction of all financial obligations to the school. Students receiving any form of Federal Financial Aid shall receive official transcripts ONLY upon successful completion of the entire program of study and satisfaction of all financial obligations to the school. *Official transcripts may be released under unique circumstances prior to program completion in the sole discretion of the College Director.*

CERTIFICATION

The document issued upon full payment of tuition, and demonstrated satisfactory academic progress and program completion, is a Certificate of Completion (CN650 and CN840) or Diploma (CN1000) for the Massage Therapy and Personal Fitness Trainer programs. Certificates of Completion or Diplomas shall be issued only for courses or programs that are listed as approved by the Accrediting Commission of Career Schools and Colleges (ACCSC). Courses taken as continuing education will be evidenced, upon completion, with an updated student transcript.

RECORDS RETENTION

Since February 2002, CHAC maintains student transcripts indefinitely according to ACCSC standards.

STUDENT CONDUCT POLICY

At the discretion of the college administration, a student shall be placed on probation or dismissed for intoxication or a drugged state of behavior, possession of drugs or alcohol upon college premises, possession of weapons upon college premises and behavior creating a safety hazard to other persons at the college.

A student shall also be dismissed for insubordinate behavior toward another student, an administrator, or faculty member; untimely tuition payments, chronic tardiness, sexual misconduct, breach of confidentiality, or any other stated or determined infraction of conduct.

PROBATION & TERMINATION POLICY

Student academic progress shall be assessed once per week by the school registrar using the automated database. When the academic progress of a student falls below the minimum standard after expiration of the warning period, the student shall be notified in writing that he or she has been placed on probation for a four (4) month period that, in any case, shall not exceed fifty percent (50%) of the program duration. During the probationary period, the student shall be advised and instructed to make up or repeat course material in order to achieve satisfactory academic progress.

A course may be repeated as often as needed according to availability, so long as the total program attendance time including course repeat time, does not exceed 1.5 times the duration of the program. Students who are repeating a course shall be allowed a maximum repeat course grade of 3.2. If the student is unable to maintain satisfactory academic progress after expiration of the probationary period, then dismissal from the program shall be effected in writing by the registrar and recorded in the student's file.

Termination of a student for any infraction mentioned in the “Student Conduct Policy” above shall be effected after two verbal or written warnings, or immediately as may warrant the severity of the situation. Once dismissed or terminated, a student may apply in writing for re-admission, and the student may, at the discretion of the college director, be re-admitted to the program. Grounds for termination include without limitation, unsatisfactory academic progress, excessive absenteeism, failure to satisfy financial obligations to the school, and failure to comply with school policies, rules and regulations.

Reinstatement after dismissal shall be considered only after the student is able to provide evidence to the Director's satisfaction that conditions related to the unsatisfactory academic progress have been remedied. Reinstatement shall be effected from the effective termination date during a period no greater than 50% of the normal program length. A student petitioning for reinstatement must do so in writing. The Director's decision to reinstate, or not, is final.

CAREER SERVICES

Job opportunities that arise in nearby metropolitan areas are received, dated and recorded by the Director of Career Services at CHAC, and made available to graduates through appointment. While the college provides every reasonable effort to assist students in finding employment, it does not guarantee employment. CHAC enjoys a unique relationship with Burke Williams in conjunction with our Massage Therapist – Advanced Master CN1000 program, to prepare students specifically for employment in the Luxury Day Spa environment. CHAC also enjoys a unique relationship with 24 Hour Fitness[®] gyms in order to help with employment of graduates of the Personal Fitness Trainer CN840 program.

STUDENT SERVICES

Advising by faculty and administrative staff to discuss student progress or special needs is available by appointment. Counseling services, financial planning, and information on housing, childcare, and rehabilitation services are available by appointment for ability to benefit students. Group or individual help in practical portions of the massage therapist program is available on Fridays during open practice sessions. *The institution does not have dormitory services under its control and does not provide housing services (availability and cost range of housing, etc.).*

CHAC offers free wireless Internet access to students during regular business hours, in addition to use of laptop computers dedicated to student use for study, resume preparation, and general learning. The college offers free underground parking on premises.

PROGRAM TRANSFERS

Students who wish to progress in their training may transfer prior credits successfully completed at CHAC into a more advanced program.

For example, a student who has successfully completed the Massage Therapist – Master CN650 program, may transfer those credits toward the Massage Therapist – Advanced Master CN1000 program, after completing a new entrance interview with a faculty member, signing a new enrollment agreement, and relinquishing to the school, the original certificate of completion from the prior program.

STUDENT RECORD PRIVACY POLICY

California Healing Arts College complies with FERPA, the Family Educational Rights and Privacy Act of 1974. FERPA is a Federal Law designed to protect the privacy of a student's educational records, and the law applies to all schools that receive funds under an applicable program from the U.S. Department of Education.

FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. By definition, all CHAC students are eligible students.

- (a) Eligible students have the right to inspect and review all of the student's educational records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for eligible students to inspect the records personally. The school may charge a fee for copies. The student record copy fee at CHAC is \$10.00 per student record.
- (b) Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parents or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the eligible student has the right to place a statement in the records commenting on the contested information in the records.
- (c) Generally, the school must have written permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose, without consent, to the following parties:
 - a. School employees who have a need-to-know
 - b. Other schools to which the student is transferring
 - c. Parents when a student over 18 is still dependent
 - d. Certain governmental officials in order to carry out lawful functions
 - e. Appropriate parties in connection with financial aid to a student
 - f. Organizations doing certain studies for the school
 - g. Accrediting organizations
 - h. Individuals who have obtained court orders or subpoenas
 - i. Persons who need to know in cases of health and safety emergencies
 - j. State and local authorities to which disclosure is required by state laws adopted before November 19, 1974
- (d) Schools may also disclose, without consent, "directory" type information such as the student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell students of the information that is designated as directory information and provide a reasonable amount of time to allow the eligible student to require the school not to disclose that information about them. CHAC currently does not publish a student directory, and therefore does not disclose "directory" type information without student consent.
- (e) Schools must notify parents and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a bulletin, or newspaper article) is left to each school. The information contained in this section serves as notification by the California Healing Arts College.

If you wish to see your records, you should contact the Associate Director to arrange a time to review your records. You have the right to inspect and review your education records within 45 days of the day the school receives your request for access. Students should submit to the Assistant Director, a written request that identifies the record(s) they wish to inspect. The Assistant Director will make arrangements for access and notify the student of the time and place where the records may be inspected. If you feel that a portion of your record contains inaccuracies or is misleading, you have the right to seek the amendment of your educational record, by submitting a written request to the Assistant Director that clearly identifies the part of the record you wish changed, specifying why you feel your record is inaccurate or misleading. If CHAC decides not to amend your record as requested, the Assistant Director will notify you in

writing of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

If you have any questions about FERPA, or if you have problems in securing your rights under this Act, you may call (202) 732-2057 or write to :Family Policy and Regulation Office, Department of Education, 400 Maryland Avenue SW, Room 1087, Washington DC 20202-4605.

CRIME PREVENTION

California Healing Arts College promotes safety and crime prevention, and recommends that students, staff, and faculty use the following precautionary measures:

- (a) Do not leave any valuable personal property unprotected and unsupervised for any length of time on or off school premises
- (b) Do not leave valuable property such as cell phones, wallet, purse, etc., in plain view in your unsupervised car, whether or not it is locked
- (c) Engrave a personal identification number on your property to aid in its retrieval, if it is lost or stolen, and then found
- (d) Park your automobile in a lighted area, and remember to lock your doors
- (e) Avoid walking alone at night, and always enter the parking lot with a friend
- (f) Always be aware of your surroundings, and report any suspicious or unusual persons or circumstances as soon as possible to a CHAC staff member.

CAMPUS SECURITY POLICY

Any criminal action should be reported immediately to the school Director or Associate Director, CHAC staff, and to local police authorities as soon as possible. All criminal activity must be documented in writing by completing a Crime Report Form, which can be obtained from a member of the front desk staff. The school is not liable for any crime that occurs on or off its premises, but is required to maintain records and publish reports of any criminal activity that has occurred on campus during hours of business operation.

California Healing Arts College complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report on October 1st of each year.

DRUG-FREE SCHOOLS POLICY

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-26, require that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The following information outlines the drug-free schools policy adopted and implemented by the California Healing Arts College:

The use of non-prescription drugs that are “controlled substances”, including but not limited to marijuana, cocaine, stimulants, alcohol and/or depressants will not be tolerated on the school premises, or at any school-sponsored function off the premises. Any student believed to be under the influence and/or possession of one or more of these substances will be suspended immediately, pending investigation of the incident. Should it be determined that the student was under the influence and/or in possession, he/she may be advised and referred to a counseling facility. During this time the student will be placed on a 30 day Conduct Probationary Period, and will be monitored. Failure to participate in counseling may result in dismissal.

The following centers provide counseling services:

Alcohol Anonymous	(310) 936-4343
Narcotics Anonymous	(818) 773-9999
Cocaine Anonymous	(310) 216-4444
Marijuana Anonymous	(323) 964-2370
NCADD of Los Angeles County	(213) 384-0403
California Graduate Institute	(310) 208-7187

Excessive use of alcohol and other drugs is a serious health problem that may also contribute to other physical and mental illness. Students and employees are required to inform the school’s Director or Associate Director upon awareness of any other student or employee possessing, using, selling, or distributing illegal drugs on campus or at any school sponsored function. Students are responsible for the use of drugs prescribed to them, and are bound to the same academic standards, and socially acceptable behavior as is required of all students on school premises.

State and Federal law prohibits any unlawful possession or distribution of illicit drugs and alcohol. Violators of such laws are subject to fines and or imprisonment. Anyone engaging in such activity will be reported to the local authorities.

CANCELLATION

Cancellation notices shall be in writing. Withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including but not necessarily limited to a student’s lack of attendance. You are not officially considered a CHAC student until you have attended your first scheduled class of instruction. Applicants or students may cancel the Enrollment Agreement as follows:

1. **Admission Rejection.** An applicant rejected for admission is entitled to a refund of all monies paid, including registration fee.
2. **Seven Days from Signing.** All monies paid by an applicant must be refunded if requested within seven days after signing an Enrollment Agreement and making an initial payment. An applicant requesting cancellation more than seven days after signing the Enrollment Agreement and making an initial payment, but prior to entering the School, is entitled to a refund of all monies paid minus the School’s fifty dollar (\$50.00) registration fee. Applicants who have not visited the school prior to enrollment will have the opportunity to cancel without penalty within seven business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
3. **Seven Days to Cancel.** Otherwise, the student has the right to cancel the Enrollment Agreement until midnight of the seventh business day following the student’s first scheduled class of instruction. In any case, the later date of paragraph (2.) or (3.) shall inure to the student’s benefit.

4. ***Written Notice Required.*** Cancellation will occur when the student gives written notice of cancellation to the Director of Admissions or to the School Director at the following address: California Healing Arts College, 12217 Santa Monica Blvd., Suite 206; Los Angeles, CA 90025. *This same address appears on the front of the school catalog and at the head of the Enrollment Agreement.*
5. ***Written Notice Can Take Any Form.*** The written notice of cancellation need not take a particular form, and however expressed, is effective if it states that the student no longer wishes to be bound by the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery, or telegram. Students receiving SFA funds are entitled to a refund of moneys not paid from federal SFA program funds.
6. ***Effective Date of Written Notice.*** If the cancellation is in writing, it is effective on the date of personal delivery or, if mailed, on the date postmarked. The school shall refund any consideration paid by the student within 30 days after the school receives notice of cancellation.
7. ***Return of Equipment.*** Students who received equipment from the School must return any equipment received within 30 days following the date of the Notice of Cancellation. If a student obtains equipment specified on the Enrollment Agreement as a separate charge, and returns it in good condition – allowing for reasonable wear and tear – within 30 days following the date of student cancellation, the School will refund the equipment cost paid by the student. If the student fails to return the equipment within the 30-day period, the School may retain the equipment cost paid by the student. The School will refund the portion of the proceeds exceeding the documented cost of the equipment within 30 days following the equipment return period, after which the student may retain the equipment without further financial obligation to the School.

STUDENT LOAN REPAYMENT

If the student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student properly cancels the enrollment agreement and the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

REFUND POLICY

1. ***Withdrawal Period.*** The student has the right to withdraw from a course of instruction at any time.
2. ***Refund is Possible Only if 60% of Less of Instruction is Completed.*** In the event of withdrawal or termination, the student has the right to receive refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction.
3. ***CHAC Offers Federal Financial Aid to Students Who Qualify.*** This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.
4. ***Two Calculations Required.*** When a student withdraws, the institution must complete two separate calculations. First the institution must determine how much federal grant and loan assistance the student has earned under the Return of Title IV Funds Policy, if the student is a Title IV recipient. Then the institution must determine how much of the tuition and fees it is eligible to retain using either the state or institutional pro-rata refund policy. California Healing Arts College (“CHAC”) uses the state pro-rata refund policy.

5. ***Payment Period Definition.*** CHAC calculates its refund based upon payment periods. A definition of the payment period at CHAC is that each semester is a separate enrollment for the student, where the total of all of the enrollments equals the total courses and units of credit necessary to meet the certificate requirements.
6. ***Unearned Funds Must be Returned.*** If the student (or parent, in the case of a PLUS loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.
7. ***Student is Responsible for Any Unpaid Balance.*** Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.
8. ***Complaints.*** A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website: www.bppe.ca.gov.

Refund is Due Within 30 Days of Notification. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, withdrawal or termination.

Initiation of Withdrawal. A withdrawal is considered to have occurred on the earlier of, a) the date the student officially notifies the School of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

Withdrawal Due to Leave of Absence. If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within 30 days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

Withdrawal Due to Prolonged Illness or Accident. In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School will make a settlement that is reasonable and fair to both parties.

Textbook and Equipment Return / Refund Policy

If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution shall refund the charge of the textbooks or uniforms paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution will calculate the refund based on the documented cost of the textbooks, uniforms or equipment. The student will be liable for the amount, if any, by which the documented cost of the textbooks, uniforms or equipment exceeds the refund amount. Uniforms which have been worn cannot be returned because of health and sanitary reasons.

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

If a recipient of the SFA Program withdraws from the institution during a payment period in which the recipient began attendance, the College must calculate the amount of the SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is determined by: the percentage of the payment period or period of enrollment completed is the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the last date of attendance.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

Return of Unearned SFA Program Funds

The College must return the lesser of:

1. The amount of SFA program funds that the student did not earn; or
2. The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate

1. Any SFA loan funds in accordance with the terms of the loan; and
2. The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: if the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Remittance to the Federal Government

CHAC does not participate in Perkins Loan Programs but does participate in Federal Direct Loan Programs. If it is determined that SFA program funds must be returned, based on the student's financial aid award, the return of SFA funds will be made in the following order:

1. Unsubsidized Federal Stafford Loan Programs;
2. Subsidized Federal Stafford Loan Programs;
3. Federal PLUS Loan Programs;
4. Federal Pell Grant Program;
5. Federal Supplemental Educational Opportunity Grant (FSEOG) Program, and
6. Other grant or loan assistance authorized by Title IV of the HEA.

Bureau for Private Postsecondary Education Refund Policy for Diploma Programs

If the student withdraws from a course of instruction after midnight of the seventh business day after the day on which the student attended the first class of the course of instruction, the school will remit a refund, as per the following refund formula. The amount of the refund shall be calculated on a pro-rata basis, less the registration fee, less the STRF fee, and less the cost of any equipment and/or books and supplies the school provided the student which were not returned within 30 days following the date of the student's cancellation, withdrawal or termination. The pro-rata refund formula is as follows:

1. Determine the *Program Tuition* by subtracting all fees, equipment, books and supplies from the *Total Program Cost*.
2. Divide the *Program Tuition* by the *Total Hours in Program* to arrive at the *Program Tuition per Hour*.
3. The answer to the calculation in step (2) is the hourly charge for instruction.
4. The *Amount Owed by Student* for the purposes of calculating a refund is derived by multiplying the *Hours of Instruction Attended by Student* by the *Program Tuition per Hour* and adding in any book or equipment charges to arrive at the *Tuition Due to School*.
5. The *Refund Amount Due to Student* shall be any amount in excess of the *Amount Paid by Student*.

- a) Total Program Cost – Registration Fee – STRF Fee – Equipment & Books & Supplies = Program Tuition
- b) Program Tuition / Total Hours in Program = Program Tuition per Hour
- c) Program Tuition per Hour x Hours of Instruction Attended by Student = Tuition Due to School
- d) Tuition Due to School + Registration Fee + STRF + Unreturned Equipment & Books & Supplies = Amount Owed by Student
- e) Amount Paid by Student – Amount Owed by Student = Refund Amount Due to Student

Sample Calculation 1: Assume a 900 hour program costing \$15,370.00 tuition, \$50.00 for registration, \$40.00 for STRF, \$150.00 for equipment, and books and supplies of \$370.00. The student withdraws after 500 classroom hours of attendance and returns \$150.00 of school equipment in excellent condition. If the student has already paid the school a total amount of \$10,000.00 toward the program of instruction, the refund calculation would be:

- a) \$15,980.00 – \$50.00 – \$40.00 – (\$150.00 + \$370.00) = \$15,370.00 Program Tuition
- b) \$15,370.00 / 900 = \$17.08 Program Tuition per Hour
- c) \$17.08 x 500 = \$8,539.00 Tuition Due to School
- d) \$8,539.00 + \$50.00 + \$40.00 + \$370.00 = \$8,999.00 Amount Owed by Student
- e) \$10,000.00 – \$8,999.00 = \$1,001.00 Refund Amount Due to Student

Cancellation or Termination After Completing 60% or More of the Payment Period Will Result in No Refund.

Sample Calculation 2: Assume a first semester of 450 hours costing \$7,685.00 tuition, \$50.00 for registration, \$150.00 for equipment, and books and supplies of \$145.00. The student has completed payment for the first semester, but withdraws after 280 classroom hours of attendance and returns no equipment, books, or supplies. Because the student has already completed more than 60% (62%) of the semester, no refund is due.

Veterans Only: This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to the completion. The amount charged to the veteran or eligible person for tuition fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear its total length. Amount of maximum non refundable registration fee is \$50.00. For information or for resolution of specific payment problems, the veteran should call the DVA regional office in the area of residence, at:

(888) 442-4551

STUDENT TUITION RECOVERY FUND

What is the STRF Fee? The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, have prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

NOTE: Authority cited: Sections 94803, 94877 and 94923 Education Code. Reference: Section 94923, Education Code.

The School Must Collect this Fee from You. As of January 1, 2010, California Education Code Section 94923 requires all private postsecondary schools such as CHAC to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF).

Amount of Fee. The amount of the fee is \$2.50 per \$1,000 dollars of tuition paid, rounded to the nearest \$1,000, collected upon enrollment. You must pay the state-imposed assessment for the STRF if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third-party.
- You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:
- a) You are not a California resident, or are not enrolled in a residency program, or
 - b) Your total charges are paid by a third-party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Keep a Copy of Your Agreement. It is important that prospective students keep a copy of any enrollment agreement, contract, or applications to document enrollment: tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substitute a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service to the student of their rights under the STRF, or if no notice of rights are reserved to the student, within 4 years of institution's closure. For further information or instructions, contact:

BUREAU FOR PRIVATE POST SECONDARY EDUCATION

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Web Site: www.bppe.ca.gov

Phone: (916) 431-6959 or (888) 370-7589

Fax: (916) 574-8646

READMITTED STUDENTS

Students who have withdrawn or have been withdrawn from the California Healing Arts College must formally reapply for admission if they wish to re-enter California Healing Arts College. If accepted, readmitted students are subject to the program requirements, tuition, policies and procedures in place at the time of their readmission. This includes, but is not limited to attending orientation, and complying with new program requirements.

